

Meeting Agenda/Summary

Cayce Event Planning Committee

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|-----------------|------------------------------------|----------------|------------------------------|--------------|-----|
| Subject | Event Planning Committee | Date/Time | February 12, 2015 at 5:45 PM | | |
| Location | Cayce City Hall – Council Chambers | | | | |
| Attendees | | | | | |
| Event committee | Y/N | GUEST SPEAKERS | Y/N | Clty Staff | Y/N |
| Danny Creamer | Y | | | Kara Carmine | Y |
| Rachel Scurry | Y | | | Mendy Corder | Y |
| Cindy Pedersen | Y | | | James Denny | Y |
| Dave Capps | Y | | | | |
| Kimberly Christ | Y | | | | |
| Brenda Cole | Y | | | | |
| Ellen Mancke | Y | | | | |
| Jason Munsell | Y | | | | |
| Frankie Newman | Y | | | | |
| | | | | | |

| MINUTES | | | |
|---------|---|--|--|
| No. | Motion | First/Second | References/handouts/notes |
| 1. | Call to Order | Danny, Chair | |
| | Introduction of new city staff | Mendy | Mendy Corder introduced Ms. Kara Carmine as a new city staff member. Kara will eventually be the city member staffing the Event Planning Committee. Introductions were made by all. |
| 2. | Approval of minutes | Rachel – Motion Jason- second unanimous | City Manager made the decision that all committee and boards should have an elected Secretary to take the minutes of meetings. This will not be a task assigned to city staff. |
| 3. | CBF – Contracted and potential performers | Danny | Danny Creamer presented the committee with the list of performers for the 2015 BGF. See attached list. A brief description of each of the bands was presented. There will be sets performed by each group. Some information has been posted to the City/BGF website. Danny pointed out that the committee will eventually have to book bands at least two years prior to festivals because of successful bands' schedules. |
| 4. | Discussion of Hospitality Tax Fund Request for CBGF | Committee | Mendy reported on the applications that were approved to date. After much discussion regarding advertising opportunities and costs as well as other considerations, the motion was made by Brenda to request \$30,000. Jason seconded the request. Mendy announced she would have the H tax application ready for the March meeting. |
| 5. | Budget Review and | Committee | After the H-Tax discussion was completed. Mendy reported that |

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| | Discussion - CBGF | | the Accommodations Tax application is due 3/6/15 and the application would be submitted on the committee's behalf. In recent years the Committee has requested \$13,000. Cindy made the motion to request \$13,000 for the 2015 festival. Jason seconded the motion. Unanimous vote carried the motion. |
| 6. | Review of "To do List" for the CNGF | | As discussed during the January meeting, the committee shall begin to cross train members in all areas of the CBGF planning. As suggested, Danny developed the attached list of assignments of committee staff. Each committee member agreed to his/her assignment. All agreed to complete tasks by the March 12 th meeting. |
| 7. | Budget Review and Discussion - CBGF | | Danny also challenged every committee member to get at least \$250 in sponsorships. With our advertising budget expected to be so much larger than the previous 7 years, it was suggested that sponsors may be easier to find and recruit. A new Sponsorship Packet needs to be developed to reflect the new advertising capabilities of the committee. The committee members had several suggestions regarding improvements. Rachel Scurry asked for a status update on the electrical problems in Granby Park and the City Hall complex. James Denny reported that a plan was in place but no timetable had been set. |
| 9. | Future Event Dates announced by Mendy | | The Guided Nature Tours with Dr. Rudy Mancke will be Saturday April 25, 2015 10am Tour: Geared toward Children 1pm Tour; all ages Congaree BGF: Saturday, October 3, 2015 Caroling along the Riverwalk: Friday, December 4, 2015 |
| 10. | Adjournment | | Cindy made motion to adjourn. Kim seconded the motion. |

| Action Items | | |
|--------------|-------------------------------|--|
| No. | Action Item | Owner/ Target Completion Date |
| 1. | Accommodation Tax Application | Mendy will submit A-Tax request for \$13,000 on 3/6/15 |
| 2. | H-Tax Request | Mendy will have the H-Tax application prepared for review by the committee |

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| | | in preparation for immediate submission. | |
| 3. | Committee member assignments | Each committee member agreed to his/her assignment. The Sponsor Challenge will begin once new sponsor Packets have been developed. | |
| 4. | Mendy will distribute her list of preparation activities for each of the committee's events | Mendy will bring the "to do" list for discussion and/or delegation. There is a need for the committee to take responsibility for some tasks from city staff. The committee will review the list and discuss delegation. | |
| 5. | Nature Tour | Mendy and Kara will ensure adequate supplies for the nature tours. | |

Next Meeting: Thursday, April 16, 2015

**BLUEGRASS PERFORMERS
2015**

Headlines

THE CROWE BROTHERS , KY . **\$2250.00**

**CURTIS BLACKWELL AND
THE DIXIE BLUEGRASS BOYS , VA** **\$1500.00**

THE FLOWERS FAMILY , Charlotte, NC **\$850.00**

THE DROVERS , Seneca also **\$650.00**

**THE LADIES OF THE PICKIN'
PARLOR** **\$400.00**

STAGE RENTAL **\$1400.00---???**

SOUND—BRUCE CROUT **\$1800.00---???**

EST. COST OF PRODUCTION **\$8850.00**

ACCOM. FOR CROWE BROTHERS **\$400.00---???**

\$ 9,250.00

ASSIGNMENTS
EVENTS COMMITTEE
BLUEGRASS FESTIVAL

| | |
|----------------|---|
| RACHEL | SEND BAND CONTRACT, EXCEPT HEADLINER MENDY CORDER WILL CONTRACT THIS BAND FOR THE. ASSURE BANDS GET CONTRACTS, BIO's, AND PHOTOS (good quality), FOR PRINTED MATERIAL |
| CINDY | CHECK MAJOR INTERSTATES THAT PASS THRU STATE AND GET TRAFFIC COUNT, AND GIVE STRATEGIC LOCATIONS OF BILLBOARDS,ETC. |
| ELLEN | ASSIST RACHEL WITH BAND MATERIAL. |
| BRENDA | IN CHARGE OF VENDOR'S. GETTING INFRO. ON OTHER EVENTS, VENDOR FEE'S, NUMBER OF VENDOR'S, ETC. |
| FRANKIE | IN CHARGE OF SECURING STUDENTS orSTUDENT TO PERFORM THE NATIONAL ANTHEM |
| DAVID | ASSIST. CINDY IN INTERSTATE TRAVEL NUMBERS GET SOUND IDEAS ON STAGE DECORATIONS AND PREP. CONTACT LOCKLAIR FEED AND GARDEN ABOUT STRAW, HAY, ETC. CONTACT CAYCE FARMERS MARKET ON MUMS, AND PUMPKINS, CORNSTALKS. CHALLENGE EVERY COMMITTEE MEMBER TO GET AT LEASE \$250 IN SPONSORSHIP MONIES. |
